

The Missouri Community Betterment Awards Competition

Project Report Book

In order to compete in the MCB Community Awards Competition, the Youth Involvement Awards competition, and also be eligible for other awards through the MCB Program, communities and neighborhoods must submit a Project Report Book (PRB). The PRB serves the following purposes:

1. It is a community or neighborhood's formal entry into the MCB Awards Competition, thus making the community/neighborhood a member of the MCB Program.
2. It serves to inform the judges about the community's or neighborhood's community betterment program, accomplishments and youth involvement.
3. If preliminary judging should become necessary, the PRB would be the only source of information to be used to select which communities and neighborhoods would receive an on-site visit. The PRB is also the principal source of information used to select the Grand Prize and the Glenn Smith award winners.

In addition to the above reasons, the PRB can be a wonderful historical document for the community. It can be a marketing tool to show to prospective businesses and other people interested in moving to the community. It also contains a wealth of information that can be shared with other communities.

Throughout the history of the MCB Program, the PRB has had various guidelines about its size, content, number of pages, etc. "Getting one size to fit all" has always been a challenge. In an attempt to fulfill the purposes of the PRB and make it a manageable document from which the judges can best glean the information about the community's community betterment program, youth involvement and accomplishments, the following guidelines and format have been put in place.

The Projects chosen for the Project Report Book (PRB) should exemplify and typify the community's process of assessment, goal setting, planning and implementation.

In the brochure, "A Planning Guide", the community development process and how it should work in a community was explained: organization, visioning, assessment, goal setting, planning and evaluation. The PRB should be a document that explains, reflects and informs others about the community's community betterment program, projects, and youth involvement. The projects chosen for the PRB should exemplify and typify the community's process of visioning, assessment, goal setting, planning and implementation.

The Project Report Book will consist of a three-ring binder. The total number of pages should not exceed 50. **(Note: 1 side = 1 page. 50 double-sided pages = 100).** The first half of the PRB should be used for the introduction, history of the community, community betterment organization, community resources, community development process, etc. In other words, your overall community-based strategic plan might make up half of the Project Report Book. The second half should be used for your projects.

Projects! How many? Communities participating in the MCB Community Awards Competition have two opportunities to inform the judges about their accomplishments: The Project Report Book and the judges' on-site visit. Both of these opportunities are limited because of the elimination of time the judges have to complete their task. So if more documentation is presented in the PRB than the judges can review, absorb and retain, then the oversized PRB becomes counterproductive. In other words, in this case "less is more". Therefore, after having completed the first part of the PRB with the introduction, history, organization, etc. (as described earlier), we suggest that you select up to five of the most important projects and follow the summary with dated newspaper clippings and dated photos for further documentation. If you still have pages left, you may summarize other projects or accomplishments but the total number of pages for the projects should not exceed 50.